

EXECUTIVE SECRETARIAT ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NICS				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	C/OLL				
16	C/PAO				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					

SUSPENSE

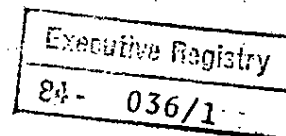
Date

Executive Secretary

Date

3637 (10-81)

THE WHITE HOUSE
WASHINGTON



January 16, 1984

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

At a Cabinet Council on Management and Administration on January 5, 1984 we approved the Administration's Information Collection Budget for Fiscal Year 1984. This is the third government-wide "paperwork budget." It sets precise goals for limiting the number of hours that individual citizens, businesses, and State and local governments must spend filling out forms and reports for the Federal government.

Under this budget, Federal departments and agencies are expected to reduce paperwork by a total of over 130 million hours by the end of FY 1984 -- a reduction of 6.5 percent from last year. Reduction goals for each department and agency are described in the budget, and will be provided in individual allowance letters from the Director of the Office of Management and Budget.

We have already surpassed our goal of cutting Federal paperwork by over 300 million hours. This means that Americans now have well over 150,000 work-years available every year for activities of their own choosing, time that had previously been spent filling out unnecessary government forms. We can all take pride in this impressive accomplishment, which demonstrates the success of our efforts to reduce government meddling in the affairs of private citizens.

Without your support, and the hard work of those involved in the paperwork control program, our achievements to date would not have been possible. I want to express my congratulations to each of you for a job well done.

We still have a great deal to do in reducing Federal paperwork, and our attention to this critical effort must be constant and unflagging. The goals established for FY 1984 are high, but I am certain they can be attained or surpassed as they were last year. I am counting on each of you to devote your personal attention to meeting your agency's paperwork-reduction goal for the current year, as part of the Administration's commitment to minimizing the burdens and intrusions of government.

Ronald Reagan



L-3006
KF L-299A

CABINET AFFAIRS STAFFING MEMORANDUM

LT file
JSC

Date: 1/05/84 Number: 168872CA Due By: 1/10/84

Subject: Presidential Memorandum on Paperwork Reduction

	Action	FYI		Action	FYI
ALL CABINET MEMBERS			CEA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CEQ	<input type="checkbox"/>	<input type="checkbox"/>
State	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OSTP	<input type="checkbox"/>	<input type="checkbox"/>
Treasury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACUS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Defense	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Baker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commerce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	Svahn	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
GSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
EPA	<input type="checkbox"/>	<input type="checkbox"/>	CCFA/	<input type="checkbox"/>	<input type="checkbox"/>
OPM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCHR/Simmons	<input type="checkbox"/>	<input type="checkbox"/>
VA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
SBA	<input type="checkbox"/>	<input type="checkbox"/>	CCMA/Bledsoe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			CCNRE/	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

In a meeting with the Cabinet Council on Management and Administration on January 5, the President agreed to issue a memo on the matter of Paperwork Reduction to the heads of all departments and agencies.

The attached memorandum is offered as a proposed draft. Please return any comments or edits to this office by the close of business Tuesday, January 10.

Thanks.

RETURN TO:

☒ Craig L. Fuller
Assistant to the President
for Cabinet Affairs
456-2823

☐ Katherine Anderson
☐ Tom Gibson

☐ Don Clarey
☐ Larry Herbstheimer

Associate Director
Office of Cabinet Affairs
456-2800

DCI
EXEC
REG
L-30067

THE WHITE HOUSE

WASHINGTON

January 5, 1984

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

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